Military Awards Branch

APS Processing Cycle Submission to Completion

Purpose of this presentation

The purpose of this presentation is to allow the user to become familiar in how the process works behind the website.

It will provide also a look into how it updates records to include Marine Corps Total Force System (MCTFS), Marine Online (MOL) and Official Military Personnel Files (OMPF).

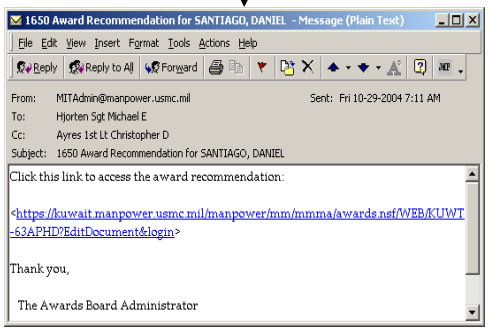
INITIAL PROCESS

09/05/16

- THE USER WILL GO TO THE AWARDS PROCESSING WEBSITE TO REGISTER AND SUBMIT AN AWARD ONLINE FROM EITHER A .MIL COMPUTER OR FROM THE OWN PERSONAL COMPUTER
- AFTER THE USER HITS SAVE/SUBMIT THE INITIAL RECOMMENDATION WILL BE SENT TO THE SERVER LOCATED AT HQMC, QUANTICO VA TO BE HELD FOR FURTHER USE AND ALSO TO BE ARCHIVED.
- ONCE THE SAVE IS CONFIRMED INTO THE SERVER, A LINK TO THE SERVER IS SENT BACK TO THE USER (IF SPECIFIED TO RECEIVE A RETURN LINK) AND/OR THE FORWARD TO AND CARBON COPY INTO THEIR EMAIL

USER COMPUTER

APS SERVER



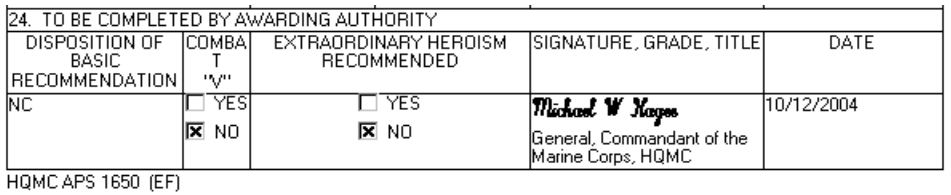
EMAIL RETURNED FROM SERVER

APS PROCESS

09/05/16

- ONCE THE AWARD IS APPROVED BY THE APPROPRIATE DELEGATED AUTHORITY THE AWARD IS SENT TO MMMA FOR FINAL PROCESSING.
- MMMA WILL THEN REVIEW THE AWARD ENSURING THAT ALL POLICIES/GUIDELINES ARE IAW THE REFERENCES, THE AWARD WILL BE MARKED AS COMPLETE AND VERIFIED FOR CLOSE OUT PROCESSING.
- AT THE END OF THE DAY, ALL AWARDS APPROVED ARE SENT TO BE PUT THROUGH A SSN VERIFICATION PROCESS, USING ODSE (OPERATATIONAL DATA STORE ENTERPRISE)
- AFTER ALL AWARDS ARE VERIFIED FOR CORRECT SSN'S THE AWARDS ARE THEN REFRESHED TO ENSURE ALL CHANGES AND UPDATES ARE INCORPORATED
- AFTER THE VALIDATION AND MARKED COMPLETE THE COMPLETED VERSION IS BROKEN INTO 3 PHASES

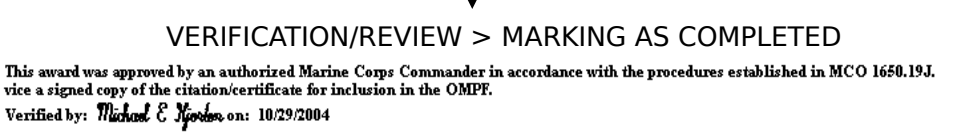
APPROVED AWARD



24. TO BE COMPLETED BY AWARDING AUTHORITY				
DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE
NC	☐ YES ☒ NO	☐ YES ☒ NO	Michael W Hagee General, Commandant of the Marine Corps, HQMC	10/12/2004

HQMC APS 1650 (EF)

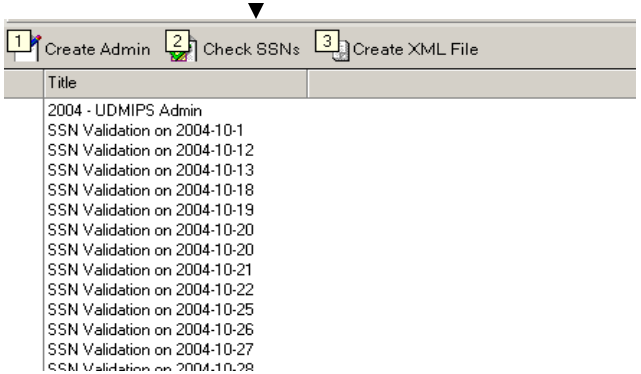
VERIFICATION/REVIEW > MARKING AS COMPLETED



This award was approved by an authorized Marine Corps Commander in accordance with the procedures established in MCO 1650.19J. vice a signed copy of the citation/certificate for inclusion in the OMPF.

Verified by: Michael E Yeates on: 10/29/2004

SSN VALIDATION



APS PROCESS

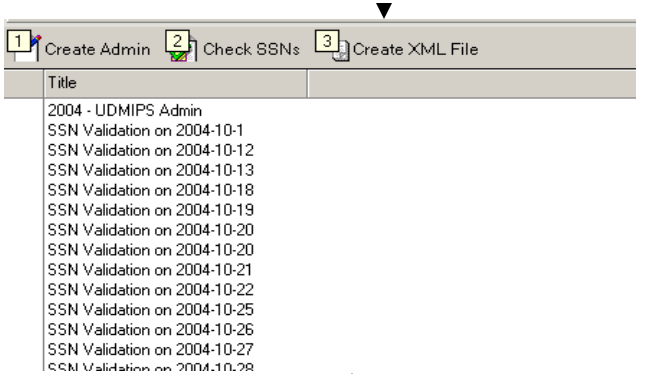
09/05/16

- **FIRST PHASE (DIARY):**
- AFTER ALL AWARDS ARE REFRESHED, VALIDATED, THEY CREATED INTO AN .XML (EXTENSIBLE MARKUP LANGUAGE) FILE. THIS FILE ALLOWS MMMA TO PULL ALL NECESSARY INFORMATION FROM THE RECOMMENDATION TO FILL IN ALL REQUIRED BLOCKS TO RUN AWARDS INTO TTC 140-00 OF (UDMIPS) UNIT DIARY/ MARINE INTEGRATED PERSONNEL SYSTEM). ALONG WITH LOADING THOUSANDS OF AWARDS AT ONCE WITHOUT MANUALLY INPUTTING EACH ONE.
- ONCE LOADED INTO UDMIPS THE ENTRIES WILL BE PUT ONTO THE COLLECTION SERVER (HANDLED BY MISSO, SERVER IN KANSAS CITY) THAT NIGHT AND LOADED INTO MCTFS THE NEXT DAY.

  - TURN AROUND FOR DIARIES IS 1-2 DAYS

  - IF A MARINE DOESN'T SEE WITHIN A WEEK, PLEASE CONTACT MMMA TO ENSURE THE AWARD WAS RAN ON DIARY.

XML FILE

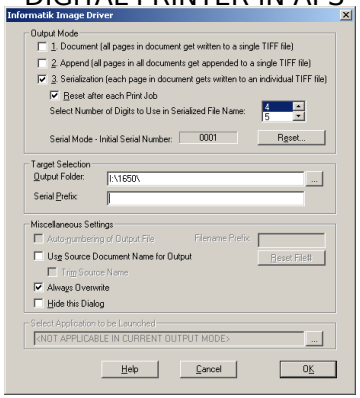


APS PROCESS

09/05/16

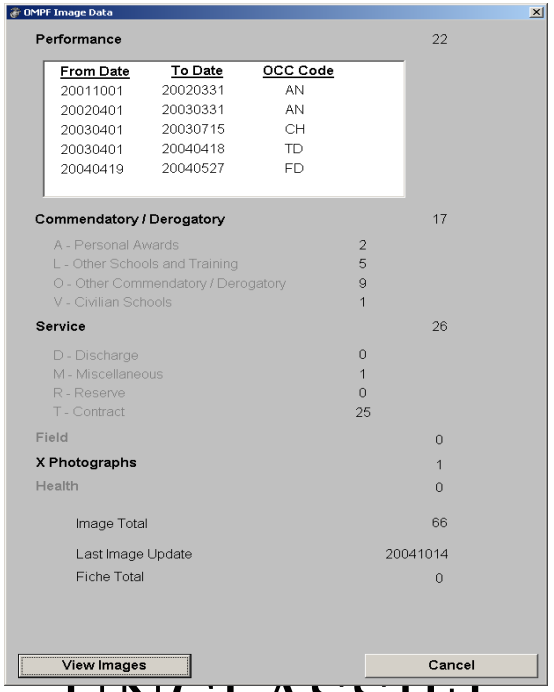
- **SECOND PHASE (OMPF):**
- AFTER THE AWARD IS RAN INTO UDMIPS, THE AWARD IS AGAIN REFRESHED TO ENSURE IT APPEARS WITH CORRECT INFORMATION ALONG WITH BOLDING ALL PRINT TO ALLOW A CLEARER IMAGE IN THE OMPF SCREEN, UNDER THE COMMENDATORY SCREEN.
- ALL AWARDS ARE SENT TO RECORDS SUPPORT BRANCH (MMSB), VIA THE APS ELECTRONICALLY. THE AWARDS ARE SENT BY USING A DIGITAL IMAGE PRINTER WHICH WILL ALLOW EACH PAGE OF THE ELECTRONIC VERSION TO APPEAR AS A TOTALLY SEPARATE PAGE VICE ONE CONTINUOUS SHEET LIKE ON THE WEBSITE.
- THESE AWARDS ONCE PRINTED DIGITALLY, SENT THROUGH TO A SERVER CONTROLLED BY MMSB WHERE THEY IN TURN ARE DOWNLOADED DIRECTLY INTO THE OMPF.
  - AWARDS ARE DOWNLOADED WITHIN A FEW DAYS, IF YOU REVIEW YOUR OMPF AND THE AWARD DOESN'T APPEAR CONTACT MMMA OR MMSB AND A DIGITAL PRINTOUT OF THE AWARD WILL BE SENT TO MMSB

DIGITAL PRINTER IN APS


Informatik Image Driver
Output Mode
1 Document (all pages in document get written to a single TIFF file)
2 Append (all pages in all documents get appended to a single TIFF file)
3 Serialization (each page in document gets written to an individual TIFF file)
Reset after each Print Job
Select Number of Digits to Use in Serialized File Name:
Serial Mode - Initial Serial Number:
0001
Reset...
Target Selection
Output Folder:
I:\1650\
Serial Prefix:
Miscellaneous Settings
Auto-numbering of Output File
Filename Prefix:
Use Source Document Name for Output
Reset FileIdx
Trim Source Name
Always Overwrite
Hide this Dialog
Select Application to be Launched
<NOT APPLICABLE IN CURRENT OUTPUT MODE>
Help
Cancel
OK

MMSB SERVER

OMPF ▼



APS PROCESS

09/05/16

- **THIRD PHASE (ARCHIVE):**
- AFTER THE AWARD IS RAN INTO UDMIPS AND OMPF. THE AWARD IS CLOSED OUT COMPLETELY AND PUT INTO THE ARCHIVES.
- ONCE ARCHIVED IT IS VISIBLE FOR ALL USERS TO GO IN AND REVIEW THE APPROVED AWARD, SUMMARY OF ACTION AND CITATION.
- ONCE AN AWARD IS APPROVED IT IS NOT MOVED TO THE ARCHIVES UNTIL SEVEN DAYS FROM THE DAY IT WAS APPROVED. THIS IS TO ENSURE THAT THE AWARDS ARE COMPLETELY PROCESSED INTO THE DIARY AND OMPF.